



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

| <u>TITLE</u>                         | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--------------------------------------|--------------|--------------|-------------|
| CONSTRUCTION PROJECT COORDINATOR III | 37           | B            | 6.750       |
| CONSTRUCTION PROJECT COORDINATOR II  | 35           | B            | 6.758       |
| CONSTRUCTION PROJECT COORDINATOR I   | 33           | B            | 6.760       |

### SERIES CONCEPT

Construction Project Coordinator's perform a variety of building construction coordination and inspection work requiring a broad knowledge of construction principles and practices, including specialty areas such as roofing, asbestos, underground storage tanks, paving, Americans with Disabilities Act (ADA) structural and access requirements, and facility analysis.

Coordinate all phases of building construction including coordination with requesting agency; solicit outside contractors for project bids; coordinate plumbing, heating and electrical systems, air conditioning systems, and landscaping; review and interpret construction contracts, plans and specifications, and facilitate resolution of discrepancies; review and approve change orders and pay requests; provide clarification on building code requirements, architectural drawings and specifications to ensure completed construction complies with plans, specifications and contract agreements.

Coordinate building construction and/or remodeling requests by meeting with requesting agency and reviewing plans or recommendations for new building construction or renovations of existing facilities; conduct meetings with agency representatives to develop project parameters, inspect existing site and/or facility, evaluate condition of structure, obtain necessary data to prioritize agency needs and develop the scope of work; develop descriptions and cost estimates.

Coordinate project activities between design professionals, contractors and the requesting agency.

Review architectural design plans including site plan, floor plan and exterior elevations involving the building concept and special requirements covering mechanical and electrical systems; ensure design meets agency requests and construction plans meet applicable code, planning and zoning requirements for the city and county as well as State and federal mandates; resolve discrepancies and ensure final revisions are completed prior to the construction phase.

Review and interpret construction contracts and plan specifications applying to each phase of the construction process; attend pre-construction conferences and construction meetings with contractors, architects and engineers to verify compliance and obtain interpretation of code requirements, specifications and building design; monitor construction project schedules by comparing actual work completed with the plan.

Perform periodic field inspections of construction sites to ensure that each phase of construction complies with plan design, specifications, construction contract, building codes, State standards and OSHA requirements by comparing completed construction work to contract specifications and industry standards; note discrepancies and take corrective action by issuing written notice and/or oral instruction to the general contractor.

Review requests for changes to construction contract, specifications and time frames ensuring legal issues are addressed prior to approval of change orders; complete inspection reports, memoranda and other correspondence to document project progress, discrepancies, and completion dates; review and approve requests by evaluating the actual work completed and comparing to field notes.

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### **SERIES CONCEPT (cont'd)**

Participate in final inspections of completed projects and ensure a comprehensive evaluation of the final provisions of the construction contract; schedule and coordinate outside service connections with utility companies for gas, power, water, sewer and telephone service.

Act as a first-line supervisor and have functional responsibility over drafters, inspectors and support staff as assigned.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Construction Project Coordinator III:** Under general direction, incumbents perform the full range of duties in the series concept and in addition, are responsible for the statewide management of an assigned program or functional area such as ADA compliance or asbestos removal and/or supervise lower level Construction Project Coordinators, inspectors, drafters and support staff by assigning and reviewing work, providing training and direction, and evaluating performance.

Incumbents ensure all construction projects are coordinated properly by conducting field checks, reviewing construction logs and pay requests, weekly status reports, and ensuring construction plans and contract specifications meet agency requirements.

**Construction Project Coordinator II:** Under general direction at the advanced journey level, incumbents perform the full range of duties in the series concept. This level is distinguished from the lower level by responsibility for major building construction projects requiring the application of a wide range of building construction principles and practices utilizing considerable judgment and independent decision making.

Positions at this level are accountable for all aspects of a building construction project and are expected to function independently within program guidelines. Project responsibility includes determining work priorities, standards, techniques and guidelines. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

**Construction Project Coordinator I:** Under direction, at the journey level, incumbents perform the full range of duties in the series concept involving the coordination of construction projects such as office remodeling projects or minor building structures.

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### **MINIMUM QUALIFICATIONS**

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Some positions require certification as a Building Construction Inspector in one or more building construction trades (e.g. plumbing, electrical, building, roofing, asbestos) and will be identified at the time of recruitment.

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### MINIMUM QUALIFICATIONS (cont'd)

#### CONSTRUCTION PROJECT COORDINATOR III

**EDUCATION AND EXPERIENCE:** Associate's degree from an accredited college or technical school with major coursework in architecture, engineering or related field and three years of building construction experience, two years of which involved coordination of construction projects; a broad range of construction inspection work including plumbing, heating and electrical systems, air conditioning systems, earthwork and landscaping; and the review and interpretation of construction contracts and plan specifications, building codes, architectural drawings and specifications to ensure compliance with plan design, specifications and contract agreements; **OR** one year of experience as a Construction Project Coordinator II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** contract administration including cost estimating, laws, ethics, specifications, and architectural and engineering practices; applicable building codes and the application of their requirements; safety procedures and OSHA requirements when working on a construction project. **Working knowledge of:** personnel management principles and practices in the supervision, training, evaluation and discipline of subordinate staff. **General knowledge of:** methods and techniques of organizing and coordinating the work of others. **Ability to:** coordinate major building construction projects; organize, coordinate and schedule the work of staff and/or contractors; supervise, manage and coordinate a variety of construction activities involving the negotiation and implementation of architectural, engineering and construction work; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** construction practices to ensure the implementation of all aspects of the design and construction of a project; agency building construction policies and procedures related to monitoring projects and approval of outside contractor's work; State Purchasing requirements related to providing cost estimates and designating materials to be used. **General knowledge of:** federal requirements for construction criteria and standards applicable to projects involving federal grants. **Ability to:** assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

#### CONSTRUCTION PROJECT COORDINATOR II

**EDUCATION AND EXPERIENCE:** Associate's degree from an accredited college or technical school with major coursework in architecture, engineering or related field and two years of building construction experience, one year of which included a broad range of construction coordination work involving plumbing, heating and electrical systems, air conditioning systems, earthwork and/or landscaping requiring the review and interpretation of construction contracts and plan specifications, building codes, architectural drawings and specifications to ensure compliance with plan design, specifications and contract agreements; **OR** one year of experience as a Construction Project Coordinator I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** contract administration including cost estimating, laws, ethics, specifications, and architectural and engineering practices; construction project management and techniques; applicable

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### MINIMUM QUALIFICATIONS (cont'd)

#### CONSTRUCTION PROJECT COORDINATOR II (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

building codes and the application of their requirements; general safety procedures and OSHA requirements when working on a construction project; engineering drafting methods, conventional symbols and sources of information. **General knowledge of:** materials testing procedures and equipment. **Ability to:** establish and maintain effective working relationships with contractors, suppliers, federal, State and local officials and co-workers; organize meetings and projects; work independently; add, subtract, multiply and divide whole numbers, fractions and decimals to formulate test results, budgets and cost estimates; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** State Purchasing requirements as related to providing cost estimates and designating materials to be used; agency building construction policies and procedures related to monitoring projects and approval of outside contractors' work. **General knowledge of:** the preparation of architectural drawings and specifications as applied to projects involving federal grants; construction practices to ensure the implementation of aspects of the design and construction of projects. **Ability to:** assist higher level architects in the design of a wide variety of structures under varying conditions; explain and interpret building requirements and contract plans and specifications; use field instruments for testing, inspection and survey purposes; analyze the physical condition of existing buildings; coordinate a variety of construction activities involving the negotiation and implementation of architectural, engineering and construction work.

#### CONSTRUCTION PROJECT COORDINATOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or technical school with major coursework in architecture, engineering or related field and one year of building construction experience including plumbing, heating and electrical systems, air conditioning systems, earthwork and landscaping requiring the review and interpretation of construction contracts and plan specifications, building codes, architectural drawings and specifications to ensure compliance with plan design, specifications and contract agreements; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

##### ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** materials used in building construction. **General knowledge of:** construction project management techniques; general safety procedures and OSHA requirements when working on a construction project; engineering drafting methods, conventional symbols and sources of information. **Ability to:** analyze information, problems, situations, practices and procedures to define problem areas and formulate logical and objective solutions; inspect construction work for compliance to plan design, specifications, contract and building codes; read and interpret contract documents, specifications, agency policies and procedures, legal documents, parcel maps, construction plans and specifications and federal and State regulations and guidelines; develop and maintain positive working relationships with co-workers and others.

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** construction inspection techniques. **General knowledge of:** agency policies and procedures as applied to building construction inspection, architecture and engineering design; functions of applicable federal, State, county and city offices sufficient to coordinate and research projects; applicable building codes and the application of their requirements; contract administration including cost estimating, laws, ethics, specifications, and architectural and engineering practices; the functions of the different divisions of the agency sufficient to obtain needed information and / or where to

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### MINIMUM QUALIFICATIONS (cont'd)

#### CONSTRUCTION PROJECT COORDINATOR I (cont'd)

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

direct questions. **Ability to:** write technically correct inspection reports and correspondence; adapt to changes in workload and adjust priorities quickly as circumstances dictate; resolve problems diplomatically with agency representatives, contractors, property owners, public officials and other State agencies.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

|              | <u>6.750</u>         | <u>6.758</u> | <u>6.760</u>         |
|--------------|----------------------|--------------|----------------------|
| ESTABLISHED: | 7/1/93P<br>8/31/92PC | 5/6/77       | 7/1/93P<br>8/31/92PC |
| REVISED:     |                      | 1/30/87-3    |                      |
| REVISED:     |                      | 7/1/93P      |                      |
|              |                      | 8/31/92PC    |                      |
| REVISED:     | 10/13/95UC           | 10/13/95UC   | 10/13/95UC           |
| REVISED:     | 12/19/03PC           | 12/19/03PC   | 12/19/03PC           |